

## FOREIGN TRAVEL ARRANGEMENTS CHECKLIST

NAME OF TRAVELER \_\_\_\_\_ TRAVEL DATES \_\_\_\_\_

DESTINATION (S) \_\_\_\_\_

### FORMS

	SUBMITTED	APPROVED
<b>1512 REQUIRED</b> (for approval of foreign travel)	_____	_____
* <b>SENSITIVE TRAVEL</b> needs <b>DIVISION</b> APPROVAL	_____	_____
<b>NON-SENSITIVE TRAVEL</b> needs <b>GROUP</b> APPROVAL	_____	_____
* <b>HEALTH &amp; SAFETY PLAN</b> (file in Group Office)	_____	_____

### MEMOS / LETTERS

\* LETTER TO RUSSIAN HOST Requesting LETTER OF INVITATION (If applicable) \_\_\_\_\_  
LATE FOREIGN TRAVEL JUSTIFICATION (**1829**) \_\_\_\_\_

### VISA APPLICATION (Varies by Country)

\* QUESTIONNAIRE (Must have Traveler's **ORIGINAL SIGNATURE**) \_\_\_\_\_  
\* LETTER OF INVITATION (Can be obtained by TMC, if necessary) \_\_\_\_\_  
ORIGINAL PASSPORT \_\_\_\_\_  
2 PASSPORT PHOTOS (**Check with your administrator regarding VISA submission**) \_\_\_\_\_  
RECEIVED \_\_\_\_\_

**MULTI-ENTRY VISA (for Sensitive Countries)**  
INCLUDE ALL INFO LISTED ABOVE PLUS **HIV TEST** \_\_\_\_\_  
LETTER OF INVITATION from Sponsoring Organization \_\_\_\_\_  
FEDEX TO TMC OR CIBT (**or Check with administrator regarding Visa Submission**) \_\_\_\_\_  
RECEIVED \_\_\_\_\_

### COUNTRY CLEARANCE CABLE ( Necessary for ALL COUNTRIES)

DOE/HQ CONTACT \_\_\_\_\_ PHONE NO. \_\_\_\_\_  
EMAIL \_\_\_\_\_ APPROVED \_\_\_\_\_ SUBMITTED \_\_\_\_\_

### TRAVEL ARRANGEMENTS

AIRLINE / HOTEL RESERVATIONS \_\_\_\_\_ ITINERARY TO TRAVELER \_\_\_\_\_  
TICKETS PICKED UP / RECEIVED \_\_\_\_\_

### ROUTING / APPROVALS

RESERVATIONS	ROUTED _____	APPROVED _____
GROUP LEADER	ROUTED _____	APPROVED _____
DIVISION OFFICE	ROUTED _____	APPROVED _____
STB OFFICE	ROUTED _____	APPROVED _____
DOE	ROUTED _____	APPROVED _____

\* Applies to Sensitive country trips – if you have further questions, check with your Administrator